

CONTROL NO.

REPORTS INVENTORY				DDS/OL/PSD 9	
PREPARE IN DUPLICATE					
1. TITLE OF REPORT (if a fill-in report include Form No.)				2. TYPE OF REPORT	
				<input checked="" type="checkbox"/> STATISTICAL	
				<input checked="" type="checkbox"/> NARRATIVE	
				<input type="checkbox"/> MACHINE-NAME LISTING	
Significant Accomplishments					
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	<input checked="" type="checkbox"/> ADMIN. GENERAL	
		LOGISTICS	SECURITY	OTHER (specify)	
		MEDICAL	FINANCE		
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)	
4		SERXXXXXX Annual		1	
7. FORMAT (memorandum, form computer print-out, etc.)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Memorandum		<input checked="" type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.	Request of D/L	
10. PREPARING COMPONENT (include lowest level contributing information to report)		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
Deputy Chief, PSD		Annual Internal SERXXXXXX report.			
12. COST FACTORS					
A. MANUAL PREPARATION AND REVIEW COSTS					
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
GS-15	\$ 12.84	16 hours	\$ 205.44	<input checked="" type="checkbox"/> 1	\$ 205.44
GS-7	4.28	90 min.	6.42	<input checked="" type="checkbox"/> 1	6.42
B. COSTS OF COMPUTER PRODUCED REPORTS					
None					
TOTAL COSTS PER YEAR				\$ 211.86	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.					
Request of the Director of Logistics.					
14. FUTURE GOALS					
GOAL PROPOSED BY COMPONENT FOR THIS REPORT				ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	Reduced in Aug 1970 from a semi-annual to an annual report		MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE				17-1/2	211.86
<input type="checkbox"/> DISCONTINUE				None	None
15. DATE OF INVENTORY		17. N		18. EXTENSION	
8 OCT 1970					

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